

# DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744

TEL 626.355.0041 . FAX 626.836.0867

June 4, 2012

Mr. Eugene Van Cise  
Office of the City Clerk  
City of Los Angeles  
200 Spring Street, Room #237  
Los Angeles, CA 90012

Re: Invoice for Professional Services for Melrose Village PBID (C-119223)

Dear Mr. Van Cise:

This invoice for professional services from February 4, 2014 to the date shown above is being submitted pursuant to the agreement between the City of Los Angeles and Duckworth Consulting for services on the Melrose Village PBID project. The invoice totals \$11,177.50 and includes the following:

- Deliverable 3 – MDP - \$6,049.75 (1/2 of total)  
34.5 hrs prof. services – Donald R. Duckworth @ \$175/hr - \$6,049.75

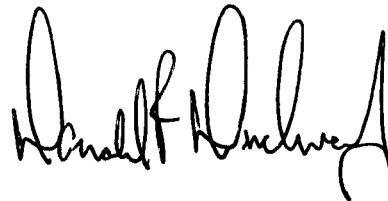
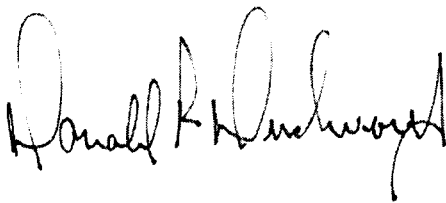
Submitted in support of this Invoice are the following:

- A copy of the final Management District Plan (MDP) and Engineer's Report has been submitted to the City Clerk's Office under separate cover.

Please remit payment to: Duckworth Consulting at the office address reflected above.

If there are any questions, let me know. Thank you for your prompt consideration of this invoice.

Sincerely



Donald R. Duckworth  
Principal

# "MELROSE VILLAGE" BID FORMATION PROJECT

Date	457.14 #hrs.	Task	\$9,000.00 51.43 Task 1 Feasibility Study	\$5,000.00 28.57 Task 2 Database	\$12,000.00 69.57 Task 3 MDP & Engr's Rpt	\$10,000.00 57.14 Task 4 Petition Drive	\$4,000.00 22.86 Task 5 Ballot Drive	\$20,000.00 114.29 Task 6 Proof of Non-Profit Status	\$20,000.00 114.29 Task 7 Initial Implementation	\$60,000.00 457.14 Totals
8/9/2011	8.00	Initial map review & revision; coordination w/ Keyser Marston. Download APN joined map pages. Database setup. APN data analysis. Format HDL data.	6.00	2.00						
8/9/2011	2.50	Field inspection of "target area."	2.50							
8/10/2011	8.00	Database setup & analysis.	6.00	2.00						
8/11/2011	8.00	Finalize & submit db for Dennis Rader review	2.00	6.00						
8/14/2011	4.00	Refine DB w/ data refinements;		4.00						
8/15/2011	4.00	2nd floor area database refinements.		4.00						
8/22/2011	4.00	2nd floor data refinements	4.00							
8/22/2011	4.00	Prepare Agenda & notice for Melrose Village Property Owners Assn Mtg.	4.00							
8/23/2011	4.00	Participate in Melrose Village Property Owners Assn Mtg.	4.00							
8/23/2011	5.50	Draft Feasibility Study	5.50							
8/25/2011	6.00	Draft Feasibility Study	6.00							
8/27/2011	5.50	Draft Feasibility Study	5.50							
8/28/2011	6.00	Final draft Feasibility Study; copies & binding; distribute to CC & MVPOA	6.00							
9/11/2011	2.00	Prepare letter to Paul Koretz recommending capital improvement project for Melrose area.		2.00						
9/26/2011	2.00	MVPOA BD Mtg prep; packet prep; capital improvement letter request prep;		2.00						
9/27/2011	4.00	Prep for & participation w/ MVPOA BD Mtg. Prep for Nov 1 property owner mtg.		2.00	2.00					
9/28/2011	4.00	Database transfer of individual owner contact info.		2.00						
10/27/2011	3.50	Prepare for MVPOA Bd Mtg.		2.50	1.00					
10/28/2011	3.00	Prepare for & participate in MVPOA Bd Mtg.; prep for 2nd open property owner mtg;			3.00					
10/28/2011	1.50	Mtg w/ Fairfax HS Principal, et al w/ Deny.			1.50					
11/3/2011	6.00	"Dirty Pictures" video presentation preparation.				6.00				
11/4/2011	4.00	Preparation for open property owners meeting on Nov 14.				4.00				
11/7/2011	5.00	Preparation for property owners mtg & handout materials.				5.00				
11/10/2011	4.50	Preparation for property owners mtg; booklet preparation; efforts to contact Fresh & Easy; contacts w/ Council Office re capital improvement program letter; contact w/ Brandon Guppy re logo ideas; mtg presentation prep;			2.25	2.25				
11/14/2011	8.00	Preparation for & participation in property owners mtg;			4.00	4.00				
11/23/2011	4.00	Draft MDP			4.00					
11/24/2011	6.00	Draft MDP			6.00					

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11/25/2011	4.00	Draft MDP	51.43	28.57	68.57	57.14	22.86	114.29	114.29	457.14
11/27/2011	3.50	Draft MDP			3.50					
12/6/2011	2.00	Ming w/ Cernell & Associates re BID formation support.				2.00				
12/20/2012	6.00	Draft ER			6.00					
12/21/2012	6.00	Draft ER			6.00					
12/22/2012	4.00	Finalize MDP / ER Package			4.00					
1/4/2012	2.00	Respond to Deny's boundary question.			2.00					
1/31/2012	2.50	Ming w/ Brandon @ Tough Guppy Productions re logo; field work re Fairfax, LaBrea, & Highland.				2.50				
2/10/2012	2.00	Ming w/ John Darnell re BID formation & implementation.				2.00				
2/22/2012	3.25	Prepare for & participate in Jebel'n ming w/ Denis & Don W				3.25				
2/23/2012	2.00	Meeting w/ City Clerk's Office to review MDP/ER comments.			2.00					
2/26/2012	5.00	MDP / ER legal description revisions.			5.00					
2/28/2012	4.00	Prepare for & participate in MVPOA Bd Ming re logo, branding, Petition Drive, MDP/ER.				4.00				
3/2/2012	2.00	Prepare for & participate in Fresh & Easy Ming.				2.00				
3/2/2012	1.00	Media District research of boundaries;			1.00					
3/3/2012	4.00	MDP / ER revision			4.00					
3/4/2012	2.00	MDP / ER revision			2.00					
3/5/2012	3.50	MDP / ER revision			3.50					
3/6/2012	4.00	Planning for Petition Drive				4.00				
4/10/2012	2.00	Mid City West Neighborhood Council re BID formation process & F&E								
4/13/2012	2.50	F&E conflict facilitation								
5/11/2012	4.00	Redraft 2 zone MDP / ER				2.00				
5/12/2012	4.00	Redraft 2 zone MDP / ER				2.50				
5/13/2012	4.00	Redraft 2 zone MDP / ER				4.00				
5/27/2012	2.00	Prepare for & participate in Petition Drive Kickoff Ming				4.00				
5/28/2012	4.00	Petition prep & email distribution				2.00				
5/29/2012	1.00	Petition prep & distribution; contacts				1.00				
5/31/2012	2.00	Petition prep & distribution; contacts				2.00				
6/1/2012	2.00	Telecon w/ F&E, Farnsworth, Ashkanan, DW, DW2, Julian.				2.00				
6/1/2012	1.00	PDF prep.				1.00				
6/4/2012	0.50	Final corrections for MDP & ER				0.50				
6/4/2012	1.00	Hope Lutheran Church & Farnsworth Petitions.				1.00				

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	219.75		51.50	28.50	68.75	71.00	0.00			219.75
PAYMENT		Invoice #1 September 11, 2011 Rec'd September 30, 2011	51.50							
PAYMENT		Invoice #2 February 4, 2012 Rec'd		28.50	34.00					
PAYMENT		Invoice #3 June 4, 2012 Rec'd			34.57					
PAYMENT										